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Class Title: Environmental Program Manager  
Organizations/Work Settings: Department of Environmental Quality

Class Code: 37219  
Class Established: 08/22/88  
Revised: 03/30/90  
Pay Grade: 23

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**WORK DESCRIPTION:**

Manages/Coordinates an environmental control section composed of multiple environmental control units; develops rules, regulations, policies, and procedures impacting environmental control programs/units for which responsible; interfaces with other agency program manager, management level staff in the regulated business/industrial community; representatives of public/community organizations interested/concerned about environmental protection issues, and Federal regulatory agency officials regarding environmental control issues/problems.

**WORK CONDITIONS:**

No unusual work conditions.

**SUPERVISION:**

Under the general direction of an Assistant Director, exercises considerable independent judgment with respect to policies, methods, and procedures, in accordance with overall agency goals/objectives and applicable State/Federal laws.

**KNOWLEDGES APPLIED:**

Knowledge of the principles and practices of environmental control, as applied to the identification, monitoring, and regulation of pollution sources.

Knowledge of Federal and State statutes and agency regulations, policies, and procedures relating to the identification, testing, monitoring, and regulation of pollution within the State.

Knowledge of administrative methods and procedures used in managing resources and personnel assigned to a large environmental control program area.

Knowledge of the functions and capabilities of all programs and equipment assigned to the program area.

**WORK RESULTS/PRODUCTS:**

Program goals, objectives, policies, and procedures in assigned multi-unit program area; completed annual budget recommendations; efficient/effective implementation of assigned environmental control programs.

**RESPONSIBILITY:**

For effective assignment and scheduling of staff and equipment assigned to the work unit; accurate and timely completion of work assigned to the program area; direct supervision of subordinate supervisory staff.

**AUTHORITY:**

To approve all projects completed within assigned multi-unit program area; develop program policies and goals; interpret applicable legislation (both State and Federal) to determine appropriate compliance standards for assigned environmental control program(s).

**SKILLS APPLIED:**

**Skill** in managing, coordinating, and directing the resources of a multi-unit environmental control program.

**Skill** in developing environmental control program policies and goals.

**Skill** in analyzing environmental control program needs and establishing appropriate program priorities.

**Skill** in interacting with subordinate staff, agency managers, other governmental officials, officials in the regulated business/industrial community, and the public to establish and maintain effective working relationships and resolve environmental control related issues/problems.

**Skill** in communicating effectively orally and in writing.

**Skill** in evaluating technical environmental control data to ensure completeness and accuracy.

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WORK ACTIVITIES (Characteristic Tasks) - MAJOR and minor:

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DIRECTS AND ADVISES SUBORDINATE SUPERVISORY ENVIRONMENTAL CONTROL PROGRAM STAFF.

RESOLVES PROBLEMS/QUESTIONS FROM SUBORDINATE STAFF REGARDING PROGRAM POLICY INTERPRETATION AND OVERALL PROGRAM GOALS/OBJECTIVES.

DETERMINES/COORDINATES PRIORITIES/SCHEDULES TO FACILITATE TIMELY, EFFICIENT COMPLETION OF PROJECT ASSIGNMENTS IN ASSIGNED PROGRAM.

PLANS EFFICIENT/EFFECTIVE UTILIZATION OF RESOURCES IN ASSIGNED PROGRAM.

DEVELOPS PROGRAM GOALS AND POLICIES IN ACCORDANCE WITH APPLICABLE STATE/FEDERAL LAWS, RULES, AND REGULATIONS.

PROVIDES CONSIDERABLE INPUT INTO PROPOSED LEGISLATION AND AGENCY POLICIES/RULES IMPACTING ENVIRONMENTAL CONTROL PROGRAM(S) FOR WHICH RESPONSIBLE.

CONDUCTS MEETINGS WITH SUBORDINATE SUPERVISORY STAFF TO DIRECT DISCUSSION, FACILITATE PROBLEM-SOLVING/DECISION-MAKING, AND SHARE PROGRAM INFORMATION.

Develops, reviews, and makes adjustments in a long-range plan for major program goals.

Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment, and negotiation authority, replying to inquiries and presenting or requesting information.

Confers with superior regarding program activities to give information and advice and receive instruction and guidance.

Attends meetings of mid- and top-level managers to give and receive information and participate in discussion, problem resolution, and decision-making.

Writes detailed plan or proposal for action or program activity based on own research, analysis, and evaluation.

Performs related work as required.

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MINIMUM QUALIFICATIONS:

Two years as an Environmental Program Supervisor; OR three years of experience requiring full and direct supervisory responsibility over professional level engineering, hydrologic, or other scientific staff working in an environmental protection/control program.

Special Selection Factors:

Registration as a professional engineer in the State of Arizona, or proof of eligibility for reciprocity, at time of appointment is required if managing an engineering unit.